

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR COURT SERVICES ANALYST

CITY: SAN FRANCISCO, CA

JOB REQUISITION: 2171

DEPARTMENT STATEMENT

Become a part of an evolving and dynamic program supporting the most linguistically diverse state in the nation! The Court Interpreters Program (CIP) coordinates the statewide testing, certification and deployment of court interpreters, and helps develop and implement language access policy and initiatives on behalf of the Judicial Council of California, ensuring that individuals with limited or no understanding of English receive equal access to the law.

The Senior Court Services Analyst in the Court Interpreters Program of the Executive Office Programs Division, Administrative Office of the Courts, will perform analytical and consultative work on a variety of court interpreter related projects or services.

RESPONSIBILITIES

- Act as a lead on assigned projects, ensuring that projects are completed on schedule and within budget, and provide status updates to the supervisor;
- Conduct and oversee studies and initiatives, including gathering data, analyzing findings, and preparing analytical reports and programmatic or policy recommendations;
- Assist in the development, initiation and monitoring of projects, including budgets, selection of outside professional consultants, and preparation of professional services contracts;
- Explore and recommend strategies to improve current language access policies and program, and related public outreach efforts;
- Review completed projects, designs, and studies to evaluate desired effectiveness;
- Collaborate with internal and external stakeholders in identifying and developing court access projects related to interpreters and language issues;
- Communicate with interpreters, interpreter associations, and trial courts on judicial branch policies, certification standards, and complaint resolution;
- Serve as staff to the Court Interpreter Advisory Panel, including preparing written reports, agendas, meeting materials, proposals, and recommendations; and
- Respond to inquiries from the public, state and federal agencies, and out-of-state courts regarding California's court interpreters program; and
- Provide lead direction, training, and work review to other CIP staff.

Must be available to work occasional overtime and available for occasional travel statewide as necessary.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in court, public, or business administration, and three years of professional analytical or managerial experience in court, governmental, or other organizational operations that has involved program analysis, development, and implementation, including one year of lead experience for those positions identified as lead.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree or certification from the Institute for Court Management (ICM) may be substituted for one of the three years of required experience.

OR

One year as a Court Services Analyst with the judicial branch.

The ideal candidate is a generalist who combines strong analytic skills with strong project management experience. Specific qualifications include:

- Experience in planning, analyzing, organizing, and administering multiple programs while meeting critical deadlines;
- Experience in gathering data, analyzing findings, and preparing analytical reports and recommendations;
- Experience in and comfort with preparing and delivering written and oral presentations to diverse audiences;
- Strong written and oral communication skills;
- Strong interpersonal and customer service skills; and
- Proficient in MS Word and Excel or other word processing or spreadsheet applications;

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Policy/Prog. Dev (Legis. Advo)", and search for Job Req. #2171, Sr. Court Services Analyst. This position requires a submission of our official application and response to the supplemental questions attached.

OR

To obtain a printed application, please visit:
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE FOR POSITION: \$5,850 - \$7,109 per month

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.
SUPPLEMENTAL QUESTIONNAIRE
FOR

**SENIOR COURT SERVICES ANALYST
(JOB REQ # 2171)**

This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications.

1. The Senior Court Services Analyst will be required to conduct analytical studies that require research, analysis, and recommendations. Please describe the types of analytical projects you have worked on, your role in these projects, and for which employer(s) you performed this function.
2. Please describe your project planning and project management experience. Please be specific about your role(s) on the project.
3. Please describe your experience in making presentations to decision-making individuals or groups and for which employer(s) you performed this function.
4. Identify your level of proficiency with the following applications:

MS Word (Advanced, Intermediate, Beginner)
MS Excel (Advanced, Intermediate, Beginner)
MS PowerPoint (Advanced, Intermediate, Beginner)
5. Please list any other word processing, spreadsheet, or graphic presentation applications that you have used.
6. Do you possess certification from the Institute for Court Management (ICM)?